



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 4<sup>TH</sup> INFANTRY DIVISION (MECHANIZED) AND FORT CARSON**  
**BLDG 1435, WETZEL AVE.**  
**FORT CARSON, CO 80913-4145**

REPLY TO  
ATTENTION OF:

**COMMAND POLICY**  
**G1-06**

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 4<sup>th</sup> Infantry Division Commanding General's Sponsorship Policy

1. Reference Army Regulation 600-8-8, The Total Army Sponsorship Program, 4 April 2006.
2. I am committed to providing new Soldiers and their Families the resources to adjust to a new work and community environment. Every Soldier undergoing a Permanent Change of Station (PCS) move will be afforded the opportunity to participate in the Fort Carson Sponsorship Program to alleviate any questions or concerns related to a PCS to Fort Carson.
3. The Unit Commander, the Unit Sponsorship Program Managers and the Sponsors have an immediate impact on a Soldier's first impression. An effective sponsorship program affords each unit commander the opportunity to welcome a new Soldier and their Families to the installation, unit and surrounding community.
4. Unit Commanders will ensure assigned Unit Sponsorship Program Managers and Sponsors are trained through the Army Community Services (ACS) Family Connection Coordinator and are afforded the time to perform sponsorship duties.
5. Unit Sponsorship Program Managers will manage the unit level Sponsorship Program to ensure inbound Soldiers are contacted NLT 90 days from their expected arrival date via AKO e-mail. During initial contact of inbound Soldiers, Sponsorship Program Managers will provide a copy of the Installation Commanders Welcome Memo and the Frequently Asked Questions located at the Fort Carson Newcomers Link at [www.carson.army.mil](http://www.carson.army.mil).
6. Sponsors will receive the new Soldiers contact data from the Unit Sponsorship Program Managers. Sponsors will contact their inbound Soldiers NLT 60 days from their expected arrival date. Sponsors will ensure the Soldiers questions and concerns are addressed in a timely manner to alleviate any unneeded stress during a move to Fort Carson.
7. This policy supersedes any previous policy memorandum on this subject.
8. Direct any questions or comments to the G1 Sponsorship Coordinator, commercial (719) 503-0108, or DSN 532-0108.

//ORIGINAL SIGNED//  
DAVID G. PERKINS  
MG, USA  
Commanding